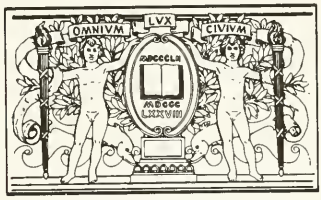

MEMORANDUM

TO: Stephen Coyle

FROM: Tom O'Malley TOM

DATE: June 21, 1989

RE: South End "working group" luncheon on June 22

As you know, we have scheduled a luncheon working meeting for members of the recently-appointed South End Development Policy Planning Process "working group" for Thursday, June 22 at 12 noon in the BRA Board Room. The meeting will last until 1:45, when we must leave the room to allow a 2:00 meeting to be set up.

The following persons have called to say they will be at the meeting:

Marianne Abrams
Alex Adkins
Conrad Agneta
Jane Brayton
Janet Bryan
Pat Cusick
Michael Duffy
Geneva Evans
Rita Gallo
Arthur Howe
Betsy Johnson
Alice Kalil
Joseph Park
David Parker
Paul Yelder
Sam Yin

We expect at least several additional members to come without having responded. Other members of the group are listed below:

Robert Ayala (cannot attend)
Deborah Backus
Jim Davis
Dan DeSantis (cannot attend)
Dinorah Hernandez
Angel Medina
Fran Moore

Jim O'Donnell
Fernando Requena
Byron Rushing
Helaine Simmonds
Marcia Wiley
Jim Williams (cannot attend)

Members of our South End Planning Team (Tom O'Malley, Maria Faria, Jim Kostaras and Mark Johnston) and representatives from the Mayor's Office of Neighborhood Services will also attend.

In part, we designed this meeting as an opportunity for members of the group to get to know each other a bit better. There are some "fresh new faces" in the group, and a little socializing (as well as a series of introductions) is in order.

We intend to announce at the beginning of the meeting that we would like to steer clear of substantive issues as we have pledged that all issue-oriented meetings will be open to the public (and this one is not). We will be deciding such things as where and when to meet, when to begin meeting, and meeting ground rules. A "Planning Resource Workbook" (copy attached) will also be distributed to group members.

Also attached is the draft outline of our workplan and timeline.

To accommodate your schedule, we will plan to have you speak whenever you are free to join us. We expect to have the discussion part of our meeting, which I will chair, last from approximately 12:30 to 1:30. I'll defer to you whenever you give the signal.

We are glad you will be able to join us.

MEMORANDUM

TO: Tom O'Malley, Maria Faria and Mark Johnston

FROM: Jim Kostaras

DATE: June 21, 1989

SUBJECT: South End Development Policy Plan Draft Work Program Outline

This is a Draft Work Program for your review. I've tried to organize the program to maximize community input from the Working Group in each phase of the process. I am attaching the following items to this memo:

1. An outline of the draft Work Program.

2. A time line.

3. A list of consulting services that we will need.

JK.1.2

SOUTH END DEVELOPMENT
POLICY PLAN OUTLINE

DRAFT WORK PROGRAM
The work program for the Development Policy Plan includes ten phases extended over a 16-month schedule. (See the attached time line.) The phases of this process are as follows:

1. PLANNING METHODOLOGY AND WORK PLAN
Determine a methodology and work plan to analyze data, and assess land use, transportation and urban design alternatives, for a draft Development Policy Plan for the South End.

2. DATA COLLECTION
Document existing conditions in the South End and create a data baseline for the assessment and comparison of alternatives.

3. ANALYSIS
Analyze the data baseline (collected in the previous phase) and reach a consensus on working assumptions regarding current and projected conditions in the South End.

4. INITIAL GOALS AND OBJECTIVES
Prepare a joint-written statement with the Working Group which identifies initial goals and objectives for the Plan in order to focus on anticipated issues.

5. DETERMINE THE SCOPE AND CONTENT OF THE PLAN
Determine the scope and direction of design and planning efforts (based on prior analysis of collected data.)

6. PREPARE OPTIONS
Prepare a set of district plans for the South End which represent a range of alternative land use, urban design and transportation policy choices.

7. ASSESSMENT OF DISTRICT-WIDE OPTIONS
Determine the transportation and economic implications of each alternative option.

8. SELECTION OF A FINAL DISTRICT PLAN OPTION
Select and refine a final option for the Draft Policy Plan.

9. IMPLEMENTATION STRATEGY
Prepare an implementation strategy for the Draft Policy Plan including proposals for a new zoning plan.

10. FINAL DEVELOPMENT POLICY PLAN
Produce Development Policy Plan document and revise the Draft Plan, as necessary, after the public review period.

JK1.2

SOUTH END DEVELOPMENT POLICY PLAN

	1989						1990										
	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.
1.Determine planning methodology and work plan																	
2.Data collection																	
3.Analysis																	
4.Identify initial goals and objectives																	
5.Determine scope and content of plan																	
6.Prepare options:																	
a.Preliminary sub-area focus plan																	
b.District wide alternative options for land use, urban design and transportation																	
c.Test and determine consistency among various combinations of transportation land use and urban design options																	
d.Select district-wide options which are internally consistent																	
7.Assess selected district-wide options																	
8.Select and refine District Plan option																	
9.Draft implementation strategy for plan																	
10.Graphics development policy Plan document																	

SOUTH END DEVELOPMENT POLICY PLAN

CONSULTANTS

(Refer to Work Program)

1. Urban Design and Planning Consultant (lead firm)

- Coordinate sub-consultants during the entire planning processes.
- Prepare preliminary graphics including base maps.
- Conduct all tasks during the Data Collection Phase (Phase 2) with the exception of the Collection of Transportation data (task 2.12) and Economic and Housing Data (task 2.13).
- Conduct all tasks required to complete the Analysis Phase (Phase 3) with the exception of the Transportation analysis (3.7) the Economic and Market Analysis (3.8) Housing Analysis (3.9) and the Open Spae Needs Assessment (3.6).
- Consult with the Working Group on a regular basis during the prepartion of alternative options (Phases 6, 7 and 8;) produce graphics, as necessary, for the meetings with the working Group.
- Prepare and assess alternative land use urban design and transportation options in accordance with the methodology outlined in the Work Program.
- Prepare graphics necessary to illustrate various options.
- Draft an implementation strategy for the Plan.
- Oversee the production of the final documents.

2. Transportation Consultant

- Collect data necessary to complete a transportation analysis of the South End during the Data Collection Phase (Phase 2).
- Conduct a Transportation Analysis of the South End during the Analysis Phase (Phase 3) including the following:

  (i) Analysis of travel patterns and travel modes.

  (ii) Analysis of transportation capacity.

  (iii) Parking supply and demand.

- Provide input during the preparation and assessment of urban

design, land use and transportation alternative options during Phases 6 and 7.

3. Economic/Marketing Consultant

- o Collect data necessary to complete an Economic and Market analys of the South End during the Data Collection Phase.

- o Conduct an Economic and Market Analysis as part of the Analysis Phase (Phase 3) in order to estimate market demand for space in the south End, and to provide a basis for determining future land use and transportation.

- o Provide input for the Assessment of district-wide-options (Phase 7).

(Depending on the extent to which the BRA has already collected and analyzed this data, staff from the Policy Development and Research Department may be available to do some of the tasks necessary for the Economic and Market Analysis.)

4. Landscape Architect

- o Undertake an Open Space Needs Assessment for the Analysis Phase (Phase 3).

- o Porvide design input during the preparation of land use options.

(A BRA staff landscape architect could complete these tasks.)

5. Housing Consultant

- o Conduct a Housing Analysis during the Analysis Phase (See the Work Program).

6. Graphic Designer

- o Coordinate all graphics and printing tasks necessary to produce a final document.

- o Design graphics for the Final Document.

JK1.2